



## J-1 WORK AND TRAVEL PROGRAM

# JOB OFFER AGREEMENT FORM

**Exchange Visitor ID number**

### HOST ENTITY INFORMATION

Host Entity Name: BOH -Hyatt Regency Chesapeake Bay Golf Resort Spa And Marina  
Site of Activity Address: 100 Heron Blvd, US-50, Cambridge, MD, 21613, United States

### JOB INFORMATION

**Job Title** Hotel/Resort Worker

**Start date - Earliest** 2025-06-01 **Latest** 2025-06-25

**End date - Earliest** 2025-09-25 **Latest** 2025-10-01

**Guaranteed salary/wage per hour before deductions** 16.00 \$ per hour

**Estimated tips** N/A

**Average hours per week** 32

**Required Interviews** Sponsor Interview, Host Interview

### HOUSING INFORMATION

**Housing Model** Host company provided

### EXCHANGE VISITOR SECTION

Exchange Visitor Printed Name	Date of birth
Program Start Date	Program End Date
Signature	Date

Sponsor or agency representative  
name

I confirm that I have read, understood, and agreed to the conditions outlined in this job offer. I agree to adhere to all Geovisions and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application. If I change jobs without receiving prior permission from Geovisions, or if I violate other Geovisions rules or J-1 program regulations, Geovisions may end my program early, and I will be required to return home. I understand that if my program ends due to regulation violations it may have a negative impact on future U.S. visa applications.

### Section 1

### HOST ENTITY INFORMATION

Entity name	BOH -Hyatt Regency Chesapeake Bay Golf Resort Spa And Marina
Web site	<a href="https://www.hyatt.com/en-US/hotel/maryland/hyatt-regency-chesapeake-bay-golf-resort-spa-and-marina/">https://www.hyatt.com/en-US/hotel/maryland/hyatt-regency-chesapeake-bay-golf-resort-spa-and-marina/</a>
Primary contact name	Linette Baneth
Title	People and Culture Manager
Phone 1	(425) 403-9971

Email	linette@bohconcepts.com
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## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	100 Heron Blvd, US-50, Cambridge, MD, 21613, United States
Job Title	Hotel/Resort Worker
Special requirements	<p>REMOTE LOCATION!</p> <p>Cambridge is a rural area with little activities, i.e. no night life or shopping malls.</p> <p>Positions will be assigned upon arrival. There might some rotation to accommodate business needs and participants' capabilities/competencies.</p> <ul style="list-style-type: none"> <li>- Able to work in confined spaces.</li> <li>- Able to tolerate exposure to dust and cleaning chemicals.</li> <li>- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</li> </ul>
Position details and description	<p>Resort Worker:</p> <p>Positions will be assigned upon arrival. There might some rotation to accommodate business needs and participants' capabilities/competencies.</p> <p>Lobby Attendant:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Maintain the cleanliness of the hotel lobby and other common spaces.</li> <li>- Warmly greet and interact with guests when approached.</li> <li>- Assist guests with any questions or concerns they may have.</li> <li>- Ensure the lobby attendant cart is fully stocked daily.</li> <li>- Notify housekeeping management of any stains on or damage to hotel property.</li> <li>- Clean public bathrooms including the sinks, trash cans, stalls, and toilets.</li> <li>- Dust furniture, picture frames, lamps, TVs etc.</li> <li>- Polish counters and mirrors/glass, empty trash cans, and vacuum floors.</li> <li>- Restock items such as tissues, paper towels, and toilet paper.</li> <li>- Ensure keys, phone, and housekeeping cart are put away at the end of the shift.</li> <li>- Ensure overall guest satisfaction.</li> </ul> <p>Rooms Attendant:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Safe handling of cleaning products and chemicals and proper operation of cleaning equipment.</li> <li>- Clean a specified number of rooms within a designated amount of time.</li> <li>- Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met.</li> <li>- Change bed linens and make the beds.</li> <li>- Replenish towels, linens, toilet tissue, toiletries and complimentary supplies.</li> <li>- Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas.</li> <li>- Keep storage areas and carts well-stocked and clean.</li> <li>- Dust and polish furniture and equipment.</li> <li>- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.</li> <li>- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds.</li> </ul>

- Wash windows, walls, ceilings, and woodwork as necessary to meet company standards.
- Carry heavy items and use a wheeled cart to transport supplies.
- Attention to detail, customer assistance and service is a critical part of this position.

Houseman:

Specific duties may include but are not limited to any combination of the following:

- Cleans rooms, hallways and restrooms.
- Washes walls and ceiling, moves furniture and turn mattress.
- Sweeps, mops, scrubs, waxes. vacuums and polishes floor.
- Dusts and polishes metalwork.
- Collects soiled linen for laundering from housekeeping carts.
- Assists in keeping the lobby area clean, neat and free of debris and trash as needed.
- Receives linen supplies from laundry and stocks linen closets on guest floors in a neat, organized manner.
- Maintains housekeeping carts and stocks supplies.
- Strips soiled linen from beds when asked to help housekeepers.
- Removes trash collected by room attendants.
- Walks all assigned floors at beginning, throughout the day and end of shift to collect trash, soiled linen and other items as assigned by management.
- Transports clean linen to the housekeeping storage rooms on the floors and refills the par stock of linen on each floor.
- Refills the par stock of guest amenities and supplies on each housekeeping storage area.
- Helps the room attendants with heavy lifting and special cleaning projects as directed.
- Cleans all public areas in the prescribed manner while following department standard operating procedures.
- Removes soiled linen and trash from the pool side and other service areas and takes to appropriate locations in the prescribed manner.
- Assists housekeeping with placing bed boards, roll-ways beds, extra bed etc. in appropriate fashion per standard operating procedures.
- Reports missing / found articles, damage or merchandise problems to the housekeeping supervisor and managers.
- Responds at all times in a friendly, helpful manner to guests and other colleagues.
- Handles any tasks assigned by the supervisors as and when needed.

Barback:

Specific duties may include but are not limited to any combination of the following:

- Collecting glassware and cleaning up the bar area
- Replacing beer kegs and liquor bottles
- Refilling ice bins
- Tidy up tables, counters and other bar areas
- Collect empty glasses and bottles
- Restock the bar with straws, coasters and napkins
- Prepare mixers, juices and cocktail garnishes
- Replenish peanuts and fruits
- Change out beer kegs and replace liquor bottles
- Remove trash and wipe down drink spills
- Refill ice bins
- Clean rags throughout the shift
- Assist the Bartenders during rush hours

Bartender:

Specific duties may include but are not limited to any combination of the following:

- Uphold compliance to liquor license regulations.
- Check the IDs of customers to verify that they are of legal drinking age.
- Mix and serve drinks.
- Maintain professionalism with all customers, including - intoxicated customers.
- Stock the bar with liquor, beer, wine, and necessary supplies.
- Arrange glasses and bottles into displays that will be attractive to customers.
- Balance the cash register at the beginning and end of each shift.
- Maintain bar work areas, equipment, and utensils in clean and orderly condition.
- Complete additional duties as assigned by supervisor.

## Front Desk Agent

Specific duties may include but are not limited to any combination of the following:

- Advanced English Skills and Good Customer Service Skills are required.
- Responsible for maintaining cleanliness of front desk and surrounding areas.
- Meets and exceeds guest/ owners' expectations by providing exceptional customer service by phone or in-person.
- Perform all check-in and check-out tasks.
- Manage online and phone reservations.
- Inform customers about payment methods and verify their credit card data.
- Answering a high volume of inbound calls from guest/ owners.
- Register guests collecting necessary information (like contact details and exact dates of their stay).
- Welcome guests upon their arrival and assign rooms.
- Provide information about our hotel, available rooms, rates and amenities.
- Respond to clients' complaints in a timely and professional manner.
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully furnished to accommodate guests' needs.
- Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests.
- Upsell additional facilities and services, when appropriate.
- Maintain updated records of bookings and payments.
- Provide local info on restaurant, special sites, activities etc.
- Working conditions vary according to specific assignment.
- Position may require exposure to direct sunlight and work outdoor in various weather conditions.
- Ensures that the needs of the guests are met while they are waiting
- All jobs require walking and standing for long periods of time.
- Lifting/carrying up to 50lbs.
- Book reservations.
- Complete additional duties as assigned by supervisor

## Server:

- Specific duties may include but are not limited to any combination of the following:
- Knows all specials on a shift-by-shift basis as well as all liquor, beer, and wine products and all menu items and desserts.
- Present menu, answer questions, and make suggestions regarding food and service.
- Write order on check and relay customer's order to kitchen to be filled.
- Place food servings on plates and trays according to orders or instructions.
- Garnishes and decorates dishes prior to serving and is the last quality check on food.
- Monitor food distribution, ensuring that orders are delivered to the correct recipients.
- Ladles soup, tosses salads, portions pies and desserts, brews coffee, and performs other services as determined by establishment's size and practices.
- Observes diners to respond to any additional requests and determines when meal has been completed.
- Totals bill and accepts payment.
- Pre-bus (clean) other tables as well as your own, including dirty plates, glassware, condiments, trash, ashtrays, and flatware.
- Stock service stations with items such as ice, napkins, and straws.
- Clean and sterilize dishes, kitchen utensils, equipment, and facilities.
- Assists the hosts at the door and with seating when you are not busy.
- Check the IDs of customers to verify that they are of legal drinking age.
- Maintain proper grooming and uniform standards
- Follows the safety rules provided in the Safety Program found in the employee Orientation
- Manual and reports any safety hazards to management immediately.
- Complete additional duties as assigned by supervisor

## Food Runner:

Specific duties may include but are not limited to any combination of the following:

- Provides general assistance to servers to ensure customer satisfaction.
- Promptly greet guests as they are seated and bring bread, butter and water to table.
- Speedily and efficiently delivers food from the kitchen to the correct customers.
- Fill water glasses and/or pass on beverage refill orders to servers at table.
- Replenish complimentary items such as bread, butter, condiments, etc.

- Clear tables after guests. Take tableware to dish room and place silverware, dishes, glassware, etc. in appropriate areas for washing.
- Promptly clean tabletops, chairs and booths between seating.
- Check floor and clean as required.
- Reset and arrange tabletop for the next customer.
- Inspect assigned restrooms and clean as needed.
- Respond appropriately to guest requests. Communicate guest requests to server as needed.
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- Prepares soups, salads and bread & Butter for the servers during rush periods.
- Follows all company health and safety rules.
- Complete additional duties as assigned by supervisor.

#### Barista:

Specific duties may include but are not limited to any combination of the following:

- Greeting customers as they enter.
  - Providing customers with drink menus and answering their questions regarding ingredients.
  - Taking orders while paying attention to details (e.g. preferences of coffee blend, dairy and sugar ratios)
  - Responsibilities may include but are not limited to.
  - Educating customers on our drink's menu,
  - Making recommendations based on their preferences,
  - Up-selling special items and taking orders.
- Take orders while paying attention to details (e.g. preferences of coffee blend, dairy and sugar ratios)
- Prepare beverages following recipes
  - Serve beverages and prepared foods, if any\*
  - Maintain stock of clean mugs and plates
  - Check if brewing equipment operates properly and report any maintenance needs
  - Comply with health and safety regulations
  - Communicate customer feedback to managers and recommend new menu items

#### Cashier

Specific duties may include but are not limited to any combination of the following:

- Greet and interact with Guest in a positive, friendly and professional manner.
  - Answer customers' questions, and provide information on products, policies and procedures.
- Bag or wrap merchandise after purchase.  
Offer customers carry-out service at the completion of transactions.
- Compute and record totals of transactions.
  - Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
  - Establish or identify prices of goods, services or admission, and sum bills using calculators, cash registers, or optical price scanners.
  - Issue receipts, refunds, credits, or change due to customers.
  - Maintain clean and orderly checkout areas.
  - Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
  - Process merchandise returns and exchanges.
  - Receive payment by cash, check, credit cards, vouchers, or automatic debits.
  - Request information or assistance using paging systems.
  - Resolve customer complaints.
- Sort, count, and wrap currency and coins.
- Weigh items sold by weight in order to determine prices.
  - Calculate total payments received during a time period and reconcile this with total sales.
  - Stock shelves, and mark prices on shelves and items.
  - Complete additional duties as assigned by supervisor.

Department	Resort Worker
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick	<i>Schedule varies between 04:00 am - 00:00</i>

time and other circumstances.	
Average hours per week	32
Guaranteed salary/wage per hour before deductions Employers must lawfully abide by their state and local minimum wage laws for tipped and non-tipped positions. As minimum wage increases annually, even if it is in the middle of a J-1 Summer Work Travel program, employers must follow their state minimum wage laws and increase pay for any employees who's wages do not meet the new state minimum. Participants should be compensated the higher of federal, state or local minimum wage. If an employee's tips combined with their hourly wage do not meet the minimum wage requirement, the employer must make up the difference.	\$16.00
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	<p>In addition to a strong command of English, this position is physically demanding and requires:</p> <ul style="list-style-type: none"> <li>- Good physical health</li> <li>- Ability to walk up and down stairs, kneel and bend frequently</li> <li>- Work with chemicals</li> <li>- Lift up to 25lbs/11kg</li> <li>- Strong attention to detail and efficiency</li> <li>- Maintain grooming standards</li> <li>- Ability to receive direction and perform responsibilities in a fast-paced environment.</li> <li>- Standing and constant moving for long periods of time (up to 8 hours per shift).</li> <li>- Ability to operate certain machinery as needed.</li> <li>- Positive, team player.</li> </ul>
English level	Good
Supervisor	Linette Baneth

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Participant should have a clean, neat and professional appearance.
Dress code	<ul style="list-style-type: none"> <li>- Uniform shirts are provided.</li> <li>- Participants must provide their own black pants and black, closed-toed nonslip shoes.</li> </ul> <p>Approximate cost: \$50 - \$80 (pants and shoes) if purchased in the US.</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Approximate cost: \$50 - \$80 (pants and shoes) if purchased in the US.
When is uniform fee due	Depends on what student brings and what they need to purchase when they arrive.
Screening	
Host Entity will require a drug test	No

Host Entity will provide the drug test	N/A
Description of drug screening policy	N/A
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	N/A
When is screening fee due	N/A
Payment	
Payment schedule	bi_monthly
Allowances, bonuses, and/or incentives	N/A
Estimated tips	N/A
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On the job training
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 7 days
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	N/A
When is training fee due	N/A

## Section 4

### HOUSING INFORMATION

If company provided housing or temporary housing is not offered, Exchange Visitors will need to secure housing after they have accepted the job offer.

Does Host Entity provide temporary housing?	No
Duration of temporary housing	N/A
Cost of temporary housing	N/A

### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	House
Housing name	BOH_MD1
Contact name	BOH Human Resources
Address	510 Seaway Ln, Cambridge, MD, 21603
E-mail	humanresources@bohconcepts.com
Phone	(425) 403-9971
Housing cost	450.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	500.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Basic Amentities
Distance between work site and housing	3.5 mlies
Transportation details	<a href="https://www.dcsdct.org/uploads/2/5/0/4/25044487/finalmustschedulenov2014.pdf">https://www.dcsdct.org/uploads/2/5/0/4/25044487/finalmustschedulenov2014.pdf</a>
Description	<p>Housing is subject to change. You may be assigned at this address or one in close proximity. More details will be provided closer to arrival. Please stay in touch with host employer for clarification and additional information.</p> <p>HOUSING LOCATIONS:</p> <p>2521 Westwind Blvd  2523 Westwind Blvd  2525 Westwind Blvd  2527 Westwind Blvd  2530 Westwind Blvd  City: Cambridge  State: Maryland  Zip Code: 21613.</p>
Number of beds per room	2 to 3 bunk beds
Number of bedrooms	4



Exchange Visitors per property	2 - 4
Exchange Visitors per room	2 - 4
Bathrooms per property	3.5
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Full kitchen
Additional items must bring	<ul style="list-style-type: none"> <li>- Personal items</li> <li>- Participants may bring along their own towels/bedding if preferred</li> </ul>
Additional comments	<p>The monthly rent is \$450, with \$225 deducted per pay period</p> <p>Housing is subject to change. You may be assigned at this address or one in close proximity. More details will be provided closer to arrival. Please stay in touch with host employer for clarification and additional information.</p> <p>HOUSING LOCATIONS:</p> <p>2521 Westwind Blvd  2523 Westwind Blvd  2525 Westwind Blvd  2527 Westwind Blvd  2530 Westwind Blvd  City: Cambridge  State: Maryland  Zip Code: 21613.</p>
Included in cost	Cost of transportation.
Housing deposit due	The deposit will be paid before arrival to secure a bed/accommodation.
Housing deposit refundable	Yes
Further information on housing refund policy	Housing Deposits are 100% refundable IF there is no damage to the property; all items in the room are left in the same condition as prior to their arrival; they follow the rules of the housing agreement and they finish the program in good standing. The housing policy is nonnegotiable.
Lease required	No

## Section 5

### ARRIVAL INSTRUCTIONS

Geovisions provides Orientation to all Exchange Visitors either in the Exchange Visitors home country or in the United States. If Exchange Visitors attend Orientation in their home country, they will travel directly to the Host Entity upon arrival. If Exchange Visitors attend Orientation in the U.S., they will travel to the Host Entity after Orientation is completed.

Best Arrival Airport	Baltimore/Washington International Thurgood Marshall Airport
Airport/bus/train pickup provided	No
General arrival instructions	Participant will need to contact Human Resources at <a href="mailto:humanresources@bohconcepts.com">humanresources@bohconcepts.com</a> atleast 2 weeks before arrival Into the US with their flight details and arrival times

	<p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>If arriving outside of the preferred arrival times, please see the hotels listed below for overnight accommodation.</p> <p>Accommodation near Baltimore/Washington International Thurgood Marshall Airport</p> <p>Accommodation: Sleep Inn Columbia Gateway</p> <p>Address: 8145 Washington Blvd, Jessup, MD, 20794</p> <p>Contact: (410) 799-7794</p> <p>Cost: from \$85 per night</p> <p>UberX/Lyft: from \$20 per ride</p> <p>Please note that costs are subject to change. Participants are encouraged to call or visit websites for most recent rates.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Host Company
Phone number	425-403-9971
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 am - 17:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	828 Airpax Rd Suite 500A, Cambridge, MD 21613
Distance of SSO from SOA	0.9 miles
Will Host Entity provide transportation to the nearest Social Security office	Yes
Will Host Entity help Exchange Visitors make copies of the necessary documents	Yes
Other Social Security assistance provided	<p>- Assistance will be provided where necessary.</p> <p>- You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office. GeoVisions recommends waiting 10 days for optimal success. Please be sure to bring all your required documents including the printed version of your I-94 and printed version of your DS-2019 (please note more than just these two documents are required to bring). Please contact support@geovisions.com with any questions.</p>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Oriole Park at Camden Yards
Fell's Point
Ocean City Boardwalk
Ocean City Beach
Guinness Open Gate Brewery & Barrel House